

7 April 1961

# CONFIDENTIAL

**MEMORANDUM FOR:** Comptroller

**SUBJECT:** Operating Budget, FY 1962, and  
Preliminary Estimate, FY 1963

**REFERENCE:** Your "Call for Operating Budget, Fiscal  
Year 1962 and Preliminary Estimate,  
Fiscal Year 1963" dtd 28 March 1961

1. Your concurrence is requested in the following exceptions to the reference:

a. The CS Divisions and Staffs have completed their Operational Programs for FY 1962, which tie in to the Congressional Budget estimate. In order not to create a set of numbers different from those in the programs, we will estimate and report Books and Publications costs on Form 1816 as we have in the past, i. e., these costs will not be included in the total property estimate but will be carried as a footnote line on the form. Books and Publications estimates can be introduced into the CS numbers at the time the DD/P FY 1962 allocation is established and into the total property estimate in the FY 1963 Office Estimate exercise.

b. In Columns 6 and 7 of Form 628 we will show total Division or Staff Congressional Budget amounts and differences instead of activity amounts and differences. This compares with last year's exercise when Division and Staff totals only were used in these columns.

c. Form 1815, Object Class data, was not submitted last year for this exercise and will not be submitted in this year's Operating Budget. Object Class data will be included in the Office Estimate exercise.

\* - I have approved the requested exception. However, it is the ultimate aim of the Comptroller's Office to have all components of the Agency submit budget presentations on the same basis.

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**Concur:**

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Chief, DDP/PG

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000/09/01 : CIA-RDP80-01370R000100130001-6  
Comptroller

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